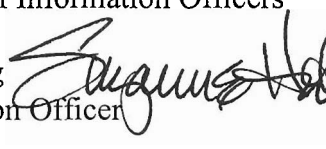




**UNITED STATES DEPARTMENT OF COMMERCE**  
**Chief Information Officer**  
Washington, D.C. 20230

MAY 14 2008

MEMORANDUM FOR: Commerce Chief Information Officers

FROM: Suzanne Hilding   
Chief Information Officer

SUBJECT: FY 2008 IT Security Awareness Training

To provide the greatest flexibility in delivering the Federal Information Security Management Act's mandated IT Security Awareness Training to our diverse and decentralized workforce, the Department encourages the use of various training platforms to ensure effective outreach. The Department of Commerce (DOC) is responsible for ensuring that all civil servant and contractor employees that have non-public access to DOC information and systems complete the Information Technology Security Awareness Training each fiscal year. This year's requirement may be accomplished and recorded as follows:

Information on this migration will be provided at a later date.

1. Employees may access the IT Security Awareness Training course on the Commerce Learning Center (CLC) via <https://doc.learn.com/>. The CLC course includes information about the importance of protecting Personally Identifiable Information (PII), including a link to the Commerce OCIO IT Privacy Web site. The CLC employs the user name and password to record the successful completion of the training, and provides the basis for reporting compliance to the training requirement. If users require login or course access assistance, employees should contact their respective Operating Unit (OU) IT or CLC support desk.
2. Alternatively, or in addition to the CLC offering, OUs may direct their staff to complete IT Security Awareness Training, by other means, including OU developed on-line courseware or instructor-led courseware. OUs must ensure that alternate courseware similarly and sufficiently covers the material presented in the CLC provided courseware, including material on protecting PII. It is the OU's responsibility to ensure that all staff has received the training, and that such training is appropriately recorded. In addition, OUs that elect to use other training platforms should register training with the CLC in accordance with Human Resources Bulletin #76 FY08.

The DOC IT Security Awareness Training and Education Task Force are reviewing OU processes to ensure migration to the Information System Security Line of Business (ISSLOB) Tier I training solution in FY 2009. OU CIOs are responsible for ensuring that their operating unit's civil servants and contractors complete their IT Security and Awareness training by 15 August 2008. Operating unit CIOs should send completion reports to the [DOCITSecurity@doc.gov](mailto:DOCITSecurity@doc.gov) on or before the due date.